**RFP-24-78769**

**BUSINESS PROPOSAL**

**ATTACHMENT E**

**Instructions: Please provide answers in the shaded areas to all questions. Reference all attachments in the shaded area.**

***Business Proposal***

* + 1. **General (optional) -** Please introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFP.

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* + 1. **Respondent’s Company Structure** - Please include in this section the legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. Please enter your response below and indicate if any attachments are included.

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| The Lutheran Foundation, Inc. (TLF) was founded in Indiana in 1903 as the corporate entity for Lutheran Hospital. It is now a health conversion foundation focusing on promoting mental wellness. It provides grants to Lutheran churches, schools, and ministries and community grants in the 10-county service region of northeast Indiana. TLF has included the following: 1) registration with the Secretary of State, 2) IRS non-profit determination letter, 3) organizational chart. |

* + 1. **Respondent’s Diversity, Equity and Inclusion Information -** With the Cabinet appointment of a Chief Equity, Inclusion and Opportunity Officer, on February 1, 2021, the State of Indiana sought to highlight the importance of this issue to the state. Please share leadership plans or efforts to measure and prioritize diversity, equity, and inclusion. Also, what is the demographic compositions of Respondents’ Executive Staff and Board Members, if applicable.

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| TLF has 18 board members, consisting of 12 white men, 5 white women, and 1 Black woman as appointed by member congregations. TLF’s leadership staff consists of two white men and two white women. TLF employees consist of 7 women and 3 men. |

* + 1. **Company Financial Information** - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why, and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information **should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.**

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| Attached audited financial statements for FY22 and FY23 are attached |

* + 1. **Integrity of Company Structure and Financial Reporting** - This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

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| TLF’s president and CEO, Mark Dixon, supports this proposal before submission and takes personal responsibility for thoroughness and correctness of financial information provided therein. TLF uses Forvis, formerly BKD LLP, to conduct its annual audit. The TLF Board is comprised of volunteers who are elected by delegates from member congregations. The board makes all grant-making decisions for grants issued by TLF. The finance committee reviews financial statements quarterly and makes recommendations to the Board regarding any financial decisions. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.6.

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| No changes requested |

* + 1. **References** - Reference information is captured on **Attachment H** Respondent should complete the reference information portion of the **Attachment H** which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of **Attachment H** should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive three (3) **Attachment Hs** from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. **Attachment H** should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment H** should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | YWCA Northeast Indiana |
| Company Mailing Address | 1313 W. Washington Center Road |
| Company City, State, Zip | Fort Wayne, IN 46825 |
| Company Website Address | ywcanein.org |
| Contact Person | Libby Blackmar |
| Contact Title | Operations Manager |
| Company Telephone Number | (260) 424-4908 x 237 |
| Company Fax Number | (260) 442-3889 |
| Contact E-mail | lblackmar@ywcanein.org |
| Industry of Company | Human Services |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | Lutheran Social Services of Indiana |
| Company Mailing Address | 333 E. Lewis St. |
| Company City, State, Zip | Fort Wayne, IN 46802 |
| Company Website Address | lssin.org |
| Contact Person | Angela Moellering |
| Contact Title | President and CEO |
| Company Telephone Number | (260) 426-3347 x 323 |
| Company Fax Number |  |
| Contact E-mail | amoellering@lssin.org |
| Industry of Company | Human Services |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Fort Wayne Police Department |
| Company Mailing Address | 1 E. Main St. |
| Company City, State, Zip | Fort Wayne, IN 46802 |
| Company Website Address | fwpd.org |
| Contact Person | Kevin Hunter |
| Contact Title | Captain Administrative/Vice and Narcotics |
| Company Telephone Number | 260-427-2081 |
| Company Fax Number |  |
| Contact E-mail | Kevin.hunter@cityoffortwayne.org |
| Industry of Company | Law Enforcement/Local Government |

**2.3.8** **Registration to do Business** – Per RFP 2.3.8,Respondents providing the products and/or services required by this RFP must be registered to do business by the Indiana Secretary of State. The Secretary of State contact information may be found in Section 1.18 of the RFP. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State. Please indicate the status of registration, if applicable. Please clearly state if you are registered and if not provide an explanation.

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| TLF is registered with the State of Indiana with Business ID 191023-027. |

* + 1. **Authorizing Document -** Respondent personnel signing the Executive Summary of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement. Please enter your response below and indicate if any attachments are included.

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| Attached is a TLF Board of Directors resolution dated December 8, 2020, authorizing the President and CEO to enter into a contract on behalf of TLF. |

* + 1. **Diversity Subcontractor Agreements**

a. Per RFP Section 1.21, Minority & Women’s Business Enterprises (MBE/WBE), and 1.22 Indiana Veteran Owned Small Business Subcontractor (IVOSB), explain process followed to engage with potential MBE, WBE and IVOSB owned, Indiana certified businesses listed on Division of Supplier Diversity site.  List the businesses invited to discuss the opportunity for potential partnership.

b. If not proposing each MBE, WBE or IVOSB subcontractor partnership, explain the rationale for declining to do so.  Complete this for each category not proposed.

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| TLF does not plan to use MBE, WBE or IVOSB subcontractors because the proposed subcontractors are non-profit organizations or an institution of higher education and ineligible to be MBE, WBE or IVOSB certified businesses. |

* + 1. **Evidence of Financial Responsibility** – Removed at the request of the agency. This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.25 of RFP for details.

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| Does not apply |

* + 1. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | The Lutheran Foundation |
| Contact Name | Kimberley Lichtsinn |
| Contact Title | Executive Assistant to President & CEO |
| Contact E-mail Address | Kimberley@TheLutheranFoundation.org |
| Company Mailing Address | 3024 Fairfield Ave. |
| Company City, State, Zip | Fort Wayne, IN 46807 |
| Company Telephone Number | 260-458-2103 |
| Company Fax Number | 260-458-3069 |
| Company Website Address | thelutheranfoundation.org |
| Federal Tax Identification Number (FTIN) | 35-0886840 |
| Number of Employees (company) | 10 |
| Years of Experience | 29 |
| Number of U.S. Offices | 1 |
| Year Indiana Office Established (if applicable) | 1995 |
| Parent Company (if applicable) | NA |
| Revenues ($MM, previous year) | $18,640,847 |
| Revenues ($MM, 2 years prior) | -$10,944,058 (The “loss” in revenue was due to unrealized loss. The majority of TLF’s revenue is from the investment portfolio.) |
| % Of Revenue from Indiana customers | 0%, revenue from investments |

* 1. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.

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| No, The Lutheran Foundation is in the process of drafting a Disaster Recovery Plan. |

* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

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| Internal resources/information are accessed through authenticated users. Some information is locked behind secure folders. Access to information follows principal of least privilege (POLP). |

* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

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| TLF has contracted with Indiana state government as the fiscal agent on multiple competitive grant awards since 2019. TLF has worked with DMHA as listed in Technical Proposal answer 2.4.2 as well as the City of Fort Wayne. |

* + 1. **Experience Serving Similar Clients -** Please describe your company’s experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

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| TLF is the current EBP grant holder for the northern region, where it serves as the fiscal agent and works with the four proposed subcontractors: Schools Care Inc. dba School Care Team, Geminus Corp., Upstream Prevention, Inc., and Purdue University Fort Wayne. TLF is also the fiscal agent for a Community Catalyst grant, a State Opioid Response/MIRS team grant, and Opioid Settlement Funds grant that uses a subcontractor model to deliver services. |

* + 1. **Indiana Preferences -** Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent’s ability to claim eligibility for Buy Indiana points. **Respondent must clearly indicate which preference(s) they intend to claim. Additionally, the Respondent’s Buy Indiana status must be finalized when the RFP response is submitted to the State.**

Approval will be system generated and sent to the point of contact email address provided within the Bidder Registration profile. This is to be attached as a screenshot (copied/pasted) for response evaluation.

Buy Indiana

Refer to Section 2.7 for additional information.

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| TLF is registered as a Buy Indiana company as Bidder No. 41188 with the Buy Indiana email confirmation attached |

* + 1. **Payment –** Removed at the agencies request

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* + 1. **Extending Pricing to Other Governmental Bodies** – Removed at the agencies request.

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